



# NEW CASTLE • HENRY COUNTY

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## PUBLIC LIBRARY

### MINUTES

Marjorie Johnson Board Room, 376 S. 15<sup>th</sup> Street, New Castle, IN 47362  
November 19, 2018  
4:00 p.m.

The regular monthly Board meeting opened immediately at 4:00p.m.

**Roll:** Linda Madison Nancy Renner Linda Shore  
Kevin Thornburg Ramona Hacker

**Others Present:** Winnie Logan Brenda Martinez Christy Tompkins  
Travis Weik Alissa Orr

### AGENDA

A motion was made by Kevin Thornburg and seconded by Ramona Hacker for the approval of the agenda for the November 19, 2018 meeting. Motion carried.

### MINUTES

A motion was made by Nancy Renner and seconded by Ramona Hacker for the approval of the minutes for the October 15, 2018 meeting. Motion carried.

### FINANCIAL REPORTS

Register of Claims: Warrants #125931 - 126005, payroll Check #25355 – 25356 checks #25357 – 25358 checks 25359-25360 were reviewed and signed for approval. Brenda reviewed the financial and encumbered reports. She reported that we are going into the New Year with healthy finances. A motion was made by Ramona Hacker and seconded by Kevin Thornburg for the approval of the financial reports. Motion carried.

### DIRECTOR'S REPORT

Winnie gave her monthly Director's Report. The Library will be doing First Aid and CPR training for staff members on December 10<sup>th</sup> and 12<sup>th</sup>. The new study rooms are almost finished and we will be having a ribbon cutting ceremony on December 11<sup>th</sup> at noon. The Library will be serving cookies and drinks at the ribbon cutting ceremony. Winnie reviewed the patron activities and statistical data for the month of October. Staff changes, travel and donations were reported. Winnie attended three conferences in the month of November. One of the conferences discussed strategic planning. Our long term strategic plan will be up in 2020 and we will begin working on a new long term strategic plan for the library during this

next year. A motion was made by Linda Shore and seconded by Nancy Renner for the approval of the Director's report. Motion carried.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

The 2019 holiday closing schedule was discussed. A motion was made by Kevin Thornburg and seconded by Ramona Hacker to approve the 2019 Holiday Closing Schedule. Motion carried.

The 2019 board meeting schedule was discussed. The board will continue to meet at 4pm on the third Monday of each month, except for January (fourth Monday) and December (second Monday). A motion was made by Ramona Hacker and seconded by Kevin Thornburg to approve the 2019 board schedule. Motion carried.

Christy Tompkins, Friends President, reported that they are paying for the Library Staff Christmas Party at Willie and Reds. They will also provide gift cards for staff members. Friends recently approved financial requests for the 2019 Noteworthy Concert Series, the upcoming Silly Safaris presentation and two virtual reality headsets to be used for Teen programming. Christy reported that the Friends last book sale brought in \$300 which is lower than usual. The next book sale is scheduled for December 8th. There will be buy one get one free children's and Christmas books at the sale. Christy reported that since starting their online book sales they have brought in \$3,000 in online sales. The Friends of the Library will provide refreshments at the Library Christmas Open House. The Friends are looking for additional Corporate Members. A corporate membership is \$100 a year.

A motion was made by Kevin Thornburg and seconded by Ramona Hacker for adjournment. The meeting adjourned at 4:35 p.m.

Respectfully Submitted,  
Alissa Orr